Academic Staff and COVID-19 symptoms

The most complete, updated information is available at the [University's Testing for COVID-19: Early Alert Service webpage](). This sheet is meant to address the most basic situations as they pertain to academic staff in College.

If you have possible coronavirus symptoms[1], start with (1) below.

If you have been asked to self-isolate because you are a close contact or a household member of a confirmed case, start with (2).

If you test positive for COVID-19, follow the instructions on the web page indicated above, and make sure you've covered (2), (3), and (4) below.

1. Book a test and self-isolate until the result is known. Follow the information regarding the University Early Alert Service on the web site indicated above.

    Note:
    a) If you develop symptoms while at home, you should not come into work.

    b) If you develop symptoms while in College, you should return to your place of residence immediately if you're well enough to do so. If you're not well enough, please seek NHS help, either by contacting your own GP, phoning 111 or in an emergency phoning 999. Please notify the Lodge, too.

2. Once you are self-isolating, please email the Senior Tutor, with copy to Sarah McHugh. The College will only retain information for as long as is necessary. If you have departmental responsibilities, consider notifying your departmental Single Point of Contact (SPOC) as well. In your email, please indicate:

    a) When your symptoms began; and

    b) If you were in a College building (or department building, for a departmental SPOC) in the period from 48 hrs before onset of symptoms to 10 days after onset.

3. If you are teaching this term, notify your students of any changes to your teaching. If you are no longer able to teach, contact the Senior Tutor.

4. When you receive your test results, please notify the Senior Tutor, with copy to Sarah McHugh.

Senior Tutor
19 October 2020

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[1] Most people with coronavirus have at least 1 of the main symptoms of coronavirus, which are a high temperature, a new, continuous cough, and a loss or change to their sense of smell or taste. For more detailed information, see the [NHS coronavirus symptoms page]().